

## *Training & Development Workshops*

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| <ul style="list-style-type: none"> <li>The 4 Roles of Leadership®</li> <li>The 7 Habits of Highly Effective People Signature®</li> <li>Adapting Style</li> <li>Adult Learning Principles</li> <li>Art Influencing Others</li> <li>Art of Effective Communication</li> <li>Art of Influencing Others</li> <li>Art of Successful Coaching</li> <li>Art Science Communication</li> <li>Art Successful Coaching</li> <li>Assertiveness Skills</li> <li>Behavioral Interviewing</li> <li>Budgeting Basics</li> <li>Building Interpersonal Influence</li> <li>Building Organizational Trust</li> <li>Business Etiquette</li> <li>Business Writing</li> <li>Career Planning Development</li> <li>Challenging Negative Attitudes</li> <li>Civility in the Workplace</li> <li>Coaching Conversations</li> <li>Committing to the Team Approach</li> <li>Communicating Effectively in Teams</li> <li>Communication Mystery</li> <li>Communication Skills for Emerging Leaders</li> <li>Communication Skills for Technical Professionals</li> <li>Complete Mentoring Program</li> <li>Compliance Decision Making using the “WAVE” Model</li> <li>Conflict Management</li> <li>Creating a Shared Team Purpose</li> <li>Creative Problem Solving</li> <li>Critical Thinking Skills</li> <li>Cross Functional Teams</li> <li>Cultural Competency</li> <li>Customer Service Over the Phone</li> <li>Dealing with Change</li> <li>Dealing with Conflict</li> <li>Dealing with Difficult Conversations</li> <li>Decision Making and Planning Tools</li> <li>Defining Team Roles Responsibilities</li> <li>Delegating for Growth</li> </ul> | <ul style="list-style-type: none"> <li>Developing Direct Reports</li> <li>Developing Your Employees</li> <li>Dirty Little Secrets</li> <li>DISC Profile®</li> <li>Diversity Awareness Training</li> <li>Dynamic Decision Making</li> <li>Effective Listening Skills</li> <li>Effective Negotiation Skills</li> <li>Emotional Intelligence</li> <li>Employee Initiative</li> <li>Ethics Workplace</li> <li>Evaluating Team Performance</li> <li>Exploring Personal Styles</li> <li>Finance Nonfinancial Professional</li> <li>First Time Manager</li> <li>Fish®</li> <li>The Five Dysfunctions of a Team®</li> <li>Five Levels of Leadership®</li> <li>Fundamentals Effective Facilitation</li> <li>Fundamentals Strategic Planning</li> <li>Getting Things Done</li> <li>Getting to Yes</li> <li>Giving Receiving Feedback</li> <li>Goal Setting Success</li> <li>Grand Canyon Adventures</li> <li>Great Balancing Act</li> <li>How to Conduct Internal Investigations</li> <li>How to Develop Deliver Dynamic Presentations</li> <li>How to Handle Change Upheaval</li> <li>How to Manage Generation X Employees</li> <li>How to Manage Your Emotions</li> <li>Human Performance Deck</li> <li>Human Performance Improvement</li> <li>Ideas into Action</li> <li>Increasing Emotional Intelligence</li> <li>Interviewing Hiring</li> <li>Introduction to Situational Leadership II®</li> <li>Intuitive Decision-Making Profile</li> <li>Juggling Multiple Priorities</li> <li>Leadership 101</li> <li>Leadership, Excellence and Developmental (LEAD) Professional Development</li> </ul> | <ul style="list-style-type: none"> <li>Leading Through Change</li> <li>Leading Today’s Workforce</li> <li>Making Team Decisions by Consensus</li> <li>Making Team Meetings Work</li> <li>Management of Meetings</li> <li>Managing Managers</li> <li>Managing Remote Teams</li> <li>Managing Stress</li> <li>Managing Teams</li> <li>Managing Technical Professionals</li> <li>Motivating Employees to do their Best</li> <li>Multi-Generations in the Workplace</li> <li>Neurolinguistic Communication Profile: Second Edition</li> <li>Office Politics</li> <li>The One Minute Manager®</li> <li>PARTNERS</li> <li>Performance Management</li> <li>Performance Management: Through 5 Key Conversations</li> <li>Performance Skills</li> <li>Planning for Team Results</li> <li>Positive Approaches to Resolving Performance Problems</li> <li>Preparing the Future Leader</li> <li>Preventing Workplace Harassment</li> <li>Problem Solving Tools &amp; Techniques</li> <li>Productive Work Habits</li> <li>Professional Skills</li> <li>Project Management</li> <li>Real World Project Management</li> <li>Resolving Conflict Work</li> <li>Resolving Team Conflict</li> <li>Retention</li> <li>Sales Over the Phone</li> <li>Sales Presentations Skills</li> <li>Sandwich Generation</li> <li>Secrets of Management Success</li> <li>Sexual Harassment Prevention</li> <li>Situational Leadership</li> <li>Society for Human Resource Management (SHRM) Essentials of Human Resources</li> </ul> |
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Society for Human Resource  
Management (SHRM) Pre-  
Certification Training  
Solving Team Problems  
Strategic Leadership  
Strength Finder 2.0  
Successful Sales Strategies  
Succession Planning  
Supervising in an Automated  
Environment  
Supervisor Communication Skills

Supervisory Skills Questionnaire:  
Third Edition  
Surviving Workplace Change  
Team Building  
Team Building Blocks  
Team Charter  
Team Effectiveness Profile: 4th  
Edition  
Team Foundation  
The Outstanding Receptionist  
Time Management

Title IX Training  
Thomas-Kilmann Conflict Mode  
Instrument (TKI)  
Toughest Supervisor Challenges  
Transforming Workplace Conflict  
Utilizing Team Members Abilities  
Violence in the Workplace  
Whale Done!®  
What Customers Really Want  
What's My Communication Style?  
Who Moved My Cheese?

*Please contact our office for more information, or to register contact (361) 825-5826 or <https://edcs.tamucc.edu>.*